

# Student Check-In Sheet

## Naval Postgraduate School

Name \_\_\_\_\_

Rank \_\_\_\_\_

Military Branch \_\_\_\_\_

Curriculum Code \_\_\_\_\_

Circle: GSBPP / SIGS / GSOIS / GSEAS

### Step I – All New Students

Herrmann Hall Basement - He-039

### **Department of Student Services - DOSS**

PYTHON, NT & Email Accts, registration into BIDS

First 2 weeks of Qtrs 2 & 4 only:

Medical and Dental Record Drop-off

(Complete appropriate forms for records)

**Completed:** \_\_\_\_\_

**656-3815/4/3/2**

### Step II – All New Students

USA Fort Jackson  
USAF Customer Service  
USCG  
USMC MARDET  
USN / Civilians PSD/PLR

### **Administrative Support Units**

Contact: Mr. Kincaid

Presidio of Monterey Bldg. 616, Taylor Hall 2<sup>nd</sup> Floor

Contact: YN1 Diroma

Presidio of Monterey Bldg. 629B

**He-043 OS2 Buemeller**

**BIDS/ID/CAC Cards, PIN #'s**

(By appointment only)

**Completed:** \_\_\_\_\_

(800) 856-3801

242-7483

(510)437-3188

242-5407

**656-3972**

### Step III – All New Students

308, 311, 364, 366, 570-1, 591, 721  
372-4, 440, 525-526, 533  
356, 365, 595, 596, 699  
360, 361, 362  
368, 369, 370, 399  
590  
681, 682, 683, 684, 689, 251  
8XX (All 800 Curriculums)

### **Education Technicians**

Sandra Stephens

Eva Anderson

Frances Gill

Lisa Puzon

Jean Brennan

Alice Lee

Dora Martinez

Claire Fess

Mech Engineering– ME110

Spanagel Hall – SP304

Root Hall – RT103-I

Glasgow Hall – GL219

Spanagel Hall – SP404

Spanagel Hall – SP439C

Glasgow Hall – GL309

Ingersoll Hall – IN270

**Completed:** \_\_\_\_\_

656-2491

656-2044

656-2136

656-2786

656-7981

656-1155

656-2845

656-7898

### Step IV – All U.S. Students

Security Clearances

Glasgow Hall Basement – B13

Note: All Students in following Curriculums: **356, 365, 366, 591, 595, 688, 699, 823, 824** and all **Cryptologic and Intelligence Officers** also need to check-in with the Special Security Officer.

### **Security Manager**

**Completed:** \_\_\_\_\_

**656-2450**

### Step V – All New Students

### **Base Decals**

**Pass/ID Office – Del Monte Gate**

Note: All automobiles parked at NPS **REQUIRE** current DOD Decals

**Completed:** \_\_\_\_\_

**656-3477**

### Step VI – All U.S. Students

USN/USMC (Bring current travel card)

USAF

USA

C. Scott Blue

### **Government Travel Cards**

Mr. Galindo – Herrmann Hall – HE-038

See AFIT Website to transfer card

[connie.scott-blue@jackson.army.mil](mailto:connie.scott-blue@jackson.army.mil)

**Completed:** \_\_\_\_\_

**656-2080/2041**

(937) 255-8400\*; DSN 785-8400

(800) 856-3801

### Step VII – All USMC Students

USMC Sr. Rep. - LtCol David Overton

Herrmann Hall – HE-043A

**Completed:** \_\_\_\_\_

**656-2401**

### Step VIII – All USA Students

USA Sr. Rep. – Col Tarantino

Glasgow 219A

**Completed:** \_\_\_\_\_

**656-3115**

### Step IX – USN Students

Command Fitness Coordinator (LT M. Swayne) Root Hall Room 100

**Completed:** \_\_\_\_\_

**656-2319**

### Step X – All USAF Students

AFIT Liaison Officer – Maj Jeff Gose

Herrmann Hall – HE-43B

**Completed:** \_\_\_\_\_

**656-2873**

### Step XI – All Civilian Students

Navy Exchange (NEX) Contact: Marie

Bldg 303

**Completed:** \_\_\_\_\_

**656-2576**

\*New Student Orientation is **Mandatory** for all students. Please see Student Check in Page for details. \*Uniform is required.

**COMPLETE AND RETURN THIS FORM TO STUDENT SERVICES ONE WEEK AFTER CHECK IN.**



Revised: 17 August 2005